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18 November 1983

MEMORANDUM FOR: Information Services Planning Working Group

25X1

FROM   :   Chairman

SUBJECT   :   Minutes and Draft Report

1. Attached are two items: (1) minutes of our 10 November meeting; and
(2) a draft preliminary report of our deliberations. Note that our report
to the ISB will be presented jointly with that of the Requirements and
Technology Acquisition Working Group. By all means look at the entire
report, but please focus on (1) the overall organization of the report, and
25X1   (2) the planning section.

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25X1   2. Please send me written comments by COB on 2 December.

Attachments:
    As stated

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17 November 1983

MEMORANDUM FOR: Information Services Planning Working Group

25X1   FROM: ☐ Chairman

SUBJECT: Minutes of 10 November 1983 Working Group Meeting

25X1   1. The Information Services Planning Working Group met on Thursday, 10 November 1983. Participants included ☐

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25X1   2. ☐ convened the meeting asking for corrections to the
25X1   minutes of the 10 November meeting. No corrections were noted. ☐

25X1   3. ☐ briefed the working group on the status of the local
· 25X1 area network (LAN) study being done by MITRE for the Office of
Communications. His presentation included some background information on
LANs and a status report on the study and the work likely to grow out of the
25X1 study. ☐ informed us that the current focus was on requirements.
Members voiced some doubt that the requirements survey and the subsequent
validation and prioritization of the requirements, not to mention the
cost/benefit tradeoffs to be made in the design phase, should be done by OC
alone, as is the current plan. Members felt strongly that a broader
constituency should be represented in the decision-making apparatus that 25X1
will be shaping the LAN. ☐

[handwritten left margin: no doubt this enjoyed the exchange. However, a properly supported requirements ... analysis ... validation that implication capable OC not capable of design is ... tradeoffs is pure bull.]

25X1   4. Using ☐ LAN presentation as a specific, current example of
how major Agency systems are planned, the group went on the discuss the
requirements for a long-range Agency information services plan. All members
agreed that the LAN effort would be much better focused, and the results
likely better, if OC had some overall context within which to work. For
example, having a target figure for the number of terminals to be installed
at Headquarters by 1990 would be most helpful to their study. Such a figure
25X1 probably would be part of a long-range Agency plan. ☐

[handwritten right margin: The central issue is Agency's goals for 1990; The LAN, number of terminals, etc. are how questions]

25X1   5. ☐ spoke briefly about the Workstation Environment
Working Group's preliminary report, summarizing its recommendations. She

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also relayed Mr. Brigg's sentiment that the Agency has no critical ADP *We sure worry a lot about now-problems!* problems at present. But he wants to be sure that the decision process works well and that adequate coordination occurs to avoid future problems.

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6. Returning to the subject of a long-range plan, the group agreed that the most important contribution of such a plan would be to provide the best possible future view of the Agency. Such a view would provide a single, consistent, comprehensive set of assumptions for lower-level decision makers to use in planning their programs.

*** Great But why is this not developed. Everything would flow beautifully if this was pushed to conclusion.*

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25X1   7. [ ] asked the group to send him their views of what the most important problems were that we should be addressing. He will distribute a written composite of these problems to members before the next meeting, which the group then can discuss and refine.

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8. The next meeting of the Information Services Planning Working Group is scheduled for Thursday, 8 December 1983, at 1330 hours in Room 4E05 Headquarters. The agenda for the meeting, which is scheduled for 90 minutes, is as follows:

    o   Approve the minutes of the previous meeting.

    o   Take care of any old business.

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    o   Discuss the draft working group report.

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25X1   O/Compt/IHG [ ] (17 Nov 83)

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